

**Message: RE: May Invoice****✉ RE: May Invoice**

**From** Heather Winsby **Date** Tuesday, May 16, 2017 9:56 AM  
**To** Kraft, Emily  
**Cc**  
**Journal** Emily.Kraft@oa.mo.gov  
**Recipients**

Hi,

I have completed the May invoice, and you are correct, it was simple. However, our invoice template does not allow me to change our monthly award amount which looks to be a bit higher than our previously submitted invoices. The template indicates \$26,513.08 as the monthly award, but we seem to be using \$26,509.08 in previous submissions. If there is a password you can provide, I can change the number to the lower amount. Let me know....

And, by the way, I'll be handling these submissions from this point forward and so will be signing the invoices.

Thank you,  
-Heather  
Director of Development & Communications  
The Haven of Grace  
314-621-6507 x305

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**From:** Heather Winsby  
**Sent:** Tuesday, May 16, 2017 8:31 AM  
**To:** 'Kraft, Emily'  
**Subject:** RE: May Invoice

Hi,  
Thank you so much, we'll get right on it.  
-Heather

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**From:** Kraft, Emily [<mailto:Emily.Kraft@oa.mo.gov>]  
**Sent:** Tuesday, May 16, 2017 7:12 AM  
**To:** Heather Winsby  
**Subject:** RE: May Invoice

Yes, you can still turn in your invoice. Please let me know if you have any questions, although the invoice process this month should be fairly simple.

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**From:** Heather Winsby [<mailto:Hwinsby@havenofgracestl.org>]  
**Sent:** Monday, May 15, 2017 5:07 PM  
**To:** Kraft, Emily  
**Cc:** Nicole Feltes

**Subject:** RE: May Invoice

Hi,

I am so sorry that we do not have our report in today. Andrea has left The Haven of Grace. Would it be possible to get a small extension on today's deadline?

We are confident that we can get up to speed quickly as there are others here in the office that are involved, but I don't know yet who will be the contact person.

Thanks for your patience,

-Heather Winsby

Director of Development & Communications

The Haven of Grace

314-621-6507 x305

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**From:** Kraft, Emily [<mailto:Emily.Kraft@oa.mo.gov>]

**Sent:** Monday, May 15, 2017 3:32 PM

**To:** Andrea Vent

**Subject:** May Invoice

Hi Andrea,

Were you planning to submit an A2A invoice for May? They are due by the 15<sup>th</sup> of the month, and I'm not seeing one that you have sent so far. I just want to make sure I'm not overlooking it in my inbox.

Thanks,

**Emily Kraft**

*Alternatives to Abortion Program Manager*

*Truman Building, Room 430*

*Jefferson City, MO 65102*

*Phone: (573) 522-0003*